



# Town of Rhinebeck Highway Department

119 Rhinecliff Road, Rhinebeck, NY 12572

Phone: 845-876-6263 Fax: 845-876-8335

[town.highway@rhinebeck-ny.gov](mailto:town.highway@rhinebeck-ny.gov)

Barry Sherrod, Superintendent

Bob Wyant, Foreman

## POSITION AVAILABLE

- Title: Secretary, part-time
- Office location: Town of Rhinebeck Highway Department  
119 Rhinecliff Road, Rhinebeck, NY
- Hours: not to exceed 20 hours per week
- Pay rate: \$13/hour
- Start Date: August 2016

### General Responsibilities

- Lending direct support to the Highway Superintendent
- General office duties
- Bookkeeping, bill processing
- Maintain payroll & payroll records
- Write, edit, and review correspondence
- Assist in resolving service issues
- Represent the department to the public and to government agencies
- Special projects as directed

### Requirements

- Strong communication skills, both written and verbal
- Strong organizational skills
- Ability to juggle multiple projects and keep track of details
- Proficiency in computers and an ability to provide technical assistance in a Windows operating system for a small office
- Prior experience in an office environment

Please send resume and cover letter to:  
(No phone calls, please)

[town.highway@rhinebeck-ny.gov](mailto:town.highway@rhinebeck-ny.gov)

OR

Barry Sherrod, Highway Superintendent  
Town of Rhinebeck Highway Department  
119 Rhinecliff Road  
Rhinebeck, NY 12572

The Town of Rhinebeck Highway Department is an equal opportunity employer.